


Instructions - USPPI – Electronic Export Information and Instructions

<p>All members of the exporting community share an interest and responsibility in complying with U.S. Export Control laws and regulations. To ensure accurate and complete reporting to the U.S. Government via the Automated Export System (AES), we ask you to complete the US Principal Party in Interest Electronic Export Information document (USPPI EEI) so such reporting can be seamless and transparent.</p> <p>Below you will find a list of the “Required Information”, their definitions and links to government web sites or regulatory citations which may help you in completing these fields. Please contact your local Worldlink Logistics, Inc. (WLL) representative with questions or concerns. We appreciate your cooperation and value your commitment to export compliance.</p>	
<p>The USPPI EEI is a multi-purpose transactional document providing any or all of the following:</p> <ul style="list-style-type: none"> • Meets the Transportation Security Administration (TSA) requirement for Cargo Search and Inspect • Method to communicate shipping instructions • List of the required information to properly file the Electronic Export Information (EEI) via AES, which includes commodity and export control information • May function as an authorization to file the EEI to AES on behalf of the USPPI when it is a standard export transaction (USPPI controlled) 	
<p>Electronic Export Information and Instructions</p>	
<p>Date: Enter the date the USPPI EEI was completed.</p>	<p>USPPI Reference: Notate your reference number</p>
<p>U.S. Principal Party in Interest (USPPI) Name and Address: – State your name and the address where cargo began its journey to the Port of Export. No Post Office (PO) Box. Please also provide your Employer Identification Number (EIN) (USPPI ID for AES transmissions). The USPPI is the U.S. person that receives the primary benefit, monetary or otherwise, of the export transaction.</p>	<p>Forwarding Agent: The person in the United States who is authorized by one of the principal parties in interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the EEI to AES.</p> <div style="text-align: center;">  <p>Worldlink Logistics Inc.</p> <p>www.worldlink-logistics.com</p> </div>
<p>USPPI Related to the Ultimate Consignee Yes or No: If one party has at least 10 percent ownership of the other, then the USPPI would be related to the Ultimate Consignee.</p>	<p>Intermediate Consignee: State the complete name and address of the Intermediate Consignee, if different from Ultimate Consignee. This could be the ship-to party or the party identified on the export license or permit.</p>
<p>Ultimate Consignee (End User): Insert the complete name and address of the Ultimate Consignee or End User. The Ultimate Consignee is the person, party, or designee that is located abroad and actually receives the export shipment. This party may be the End User or the Foreign Principal Party in Interest (FPPI).</p>	<p>Shipment Details: Request mode of transport, either <u>Air</u> or <u>Ocean</u> and if freight charges are <u>prepaid</u> or <u>collect</u>.</p>
<p>Ultimate Consignee Type – Select the type that best fits the Ultimate Consignee (End User)</p> <ul style="list-style-type: none"> • <u>Direct Consumer</u> - A non-government institution, enterprise, or company that will consume or use the exported good as a consumable, for its own internal processes, as an input to the production of another good or as machinery or equipment that is part of a manufacturing process or a provision of services and will not resell or distribute the good. • <u>Government Entity</u> - A government-owned or government-controlled agency, institution, enterprise, or company. (Foreign or U.S. Government) • <u>Reseller</u> - A non-government reseller, retailer, wholesaler, distributor, distribution center or trading company. • <u>Other/Unknown</u> - An entity that is not a Direct Consumer, Government Entity or Reseller, as defined, or whose ultimate consignee type is not known at the time of export. (This Ultimate Consignee Type should be rarely used) 	
<p>Origin State: The U.S. State from which the cargo began its journey to the port of export. Cargo origin could be different from the USPPI State.</p>	<p>Country of Ultimate Destination: Select the country in which the merchandise is to be consumed, further processed, or manufactured; the final country of destination as known at the time of export; or the country of ultimate destination as shown on the export license or permit.</p>
<p>USPPI Self-File: If the USPPI chooses to file the EEI to AES please check yes. You must provide the Internal Transaction Number (ITN) to show proof of filing.</p>	<p>Routed Export Transaction Yes or No: Advise whether it is a Routed Export Transaction (Consignee Routed). If the shipment is controlled by the FPPI it is a Routed Export Transaction.</p>

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Hazardous Yes or No: Is your shipment Hazardous?	USPPI authorizes WLL Yes or No: If not a Routed Export Transactions does the USPPI authorize WLL to act as authorized agent for export control, U.S. Customs, and Census Bureau purposes to transmit export information electronically that may be required by law or regulation. (This includes filing the EEI to AES).
Insurance Requested and Insurance Amount: Yes or No – If Yes please enter Insurance Amount in U.S. Dollars.	
Export Item Details	
Including the information above, Export Item Details are required for the Electronic Export Information (EEI) that is transmitted to the Automated Export System (AES). Any information missing will delay your shipment. 15 CFR Part 30.3	
Domestic (D) or Foreign (F) Indicator – State the origin of the commodity per Schedule B.	Schedule B – State the 10 digit Schedule B or U.S. Harmonize Tariff Schedule (HTS) number. http://www.census.gov/foreign-trade/schedules/b/index.html
Description of Good – State the commercial or generic description of the commodity exporting per Schedule B.	Schedule B Units – State the Schedule B or HTS Unit of Measure.
Export Value – Indicate the Export Value per Schedule B (should include inland freight and insurance to the port of export)	Export Control Classification Number (ECCN) or EAR99 designation per Schedule B. If your item is not controlled under the International Traffic in Arms Regulations (ITAR) or the Nuclear Regulatory Commission (NRC) then your item will either be classified with an ECCN or designated EAR99. http://export.gov/regulation/eg_main_018219.asp
License, License Exception or Exemption, NLR – State the Export License Number (or Permit), License Exception or License Exemption, or No License Required (NLR) 15 CFR Part 748	License Value – State the license value of the item exporting (if against an Export License or Permit).
Item Weight (KG) – provide the net weight of the item exporting for each Schedule B in Kilograms	
<ul style="list-style-type: none"> • If any item is under the jurisdiction of the International Traffic in Arms Regulations (ITAR), then please provide the U.S. Munitions List (USML) category and Significant Military Equipment (SME) indicator. Provide this information in writing. • If exporting under authority of a License or Permit, please provide a copy. 	
Comments/Special Instructions: Provide any comments or special instructions you may have. You can also include any ITAR specific information.	
Duly Authorized Officer or Employee (Print Name) – The USPPI contact that is completing and signing this USPPI EEI. Please provide complete contact details including title, phone number and email address. This would be the contact notated on the EEI that is transmitted to AES, and if any U.S. Government agency has a question concerning the shipment, they may contact this individual.	
Electronic Signature acceptable if the box is checked and the Duly Authorized Officer or Employee's name is in CAPITAL LETTERS in the Signature Box.	
Regulatory Authority: <ul style="list-style-type: none"> • Foreign Trade Regulations (FTR): http://www.census.gov/foreign-trade/regulations/index.html • Export Administration Regulations (EAR): http://beta-www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear • International Traffic in Arms Regulations (ITAR): http://www.pmddtc.state.gov/regulations_laws/itar.html 	